

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
April 9, 2014

The 285th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chairman Gilbert Yerke at 3:17 p.m. on Wednesday, April 9, 2014 in room G55 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Scott Allen, Michele DeYoe, Joan Francoeur, Fred Muenkel, Larry Nelson, Kathleen Novack, Stephen Welch, and Lillie Wilson

Excused Absence: Robyn Turtenwald, Michael Stivorice

Staff Present: Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County

Guests: None

- I. The meeting was called to order by the Chairman Gilbert Yerke at 3:17 p.m. with a quorum of the Board present.
- II. On a motion by Michele DeYoe and seconded by Stephen Welch, the minutes from the March 12, 2014 meeting were unanimously approved.
- III. No Public Comments were heard.

Kristin Silva shared the tentative May, 2014 application review schedule and asked for comments. It was suggested that some agencies be moved from 5/14/14 to 5/15/14 to avoid having agencies come both days. Board members suggested the start time on 5/15/14 be moved from 2:00 to 1:00. Adjustments will be made and a revised review schedule will be emailed to the board members.

- IV. Kristin shared the Financial Status Report and stated it is a snapshot as of 12/31/13. An error was noted on the report; the Wisconsin Partnership line item is incorrect as they have been completely drawn down. Some agencies have drawn money down since 12/31/13. An updated and reconfigured status report will be prepared and made available at the next board meeting. The sub-grantees with outstanding grant funds from 2012 and 2013 will have until 11/2014 to request the funds or the money will be reprogrammed. Board members are encouraged to reach out to their community members if they are on that list to let them know the money is still available to them.

The Board discussed whose responsibility it is to ensure the sub-grantees are completing their projects and meeting all of the HUD requirements. Kristin stated that Waukesha County is responsible to HUD for all grant monies so it is the County's responsibility to do as much as possible. In the future, there may be updates to the scoring process to include consideration of the agency's staff and their capabilities to carry out grant requirements. Joan Francoeur suggested offering a training session to the sub-grantees a few months into the grant to be sure they are carrying out their duties and completing necessary paperwork. Kristin stated there may be a need to educate sub-grantees on prevailing wage requirements.

- V. A discussion was held regarding 2012 monies to be reprogrammed. \$426 City of Waukesha – Midnight Basketball Equipment, \$1398.64 City of Waukesha – BID, and \$15.38 City of Waukesha – Haertel Fields Summer Program is grant money that can be reprogrammed. Joan suggested waiting a month before

reprogramming BID because the City of Waukesha is auditing this program and it is being questioned. Kristin stated that this was leftover grant money that was not billed and should not be in question.

On a motion by Stephen Welch and seconded by Fred Muenkel, \$426 and \$1398.64 will be reprogrammed to City of Waukesha HRAP and \$15.38 will be reprogrammed to unallocated funds. Joan Francoeur was opposed to this motion.

- VI. Kristin received the official letter from HUD with the 2014 allocation of \$1,334,028. This is more than the anticipated amount; all additional funds were added to the unallocated line item. Kristin also mentioned that the \$7,000 allocated to the Women's Center Crisis Line was moved to the Sister House line item since the Crisis Line would no longer be funded due to HUD guidelines. Kristin reported that she will submit the annual plan.

On a motion by Larry Nelson and seconded by Michele DeYoe, the \$1,334,028 HUD allocation was approved.

On a motion by Larry Nelson and seconded by Michele DeYoe, the annual plan was accepted.

- VII. Kristin reported that a Request for Proposal is written to solicit applications for a consultant and it should be published next week. The consultant will prepare the five-year consolidated plan. In addition, they will prepare an Analysis of Impediments Plan. This is a formal document required by HUD which analyzes the impediments to Fair Housing. The current Analysis of Impediments Plan needs to be updated; it is available to view at [www.waukeshacounty.gov/communitydevelopment](http://www.waukeshacounty.gov/communitydevelopment). The consultant will also be asked to prepare most, if not all, of the 2015 annual plan. The first draft of the consolidated plan is expected to be finished by August 25, 2014 with a final draft expected by October 1<sup>st</sup>, 2014. The consolidated plan has to be submitted by 11/15/14 and will require approval from CDBG Board, HOME Board, County Board, as well as a 30-day public notice.

All plans will now need to be submitted via HUD's website.

Chairman Gilbert Yerke expressed his concerns that a consultant will dictate where the board will spend the CDBG monies without allowing input from the Board. Kristin stated the Consultant's main role will be to collect the data required by HUD, organize public meetings and then bring that information to the Board so the Board can make the strategic decisions.

A County Supervisor from each Board needs to sit on the committee to review the consultant applications. Larry Nelson volunteered to sit on the committee.

Binders with 2015 CDBG applications were distributed today. A discussion was held regarding important upcoming meeting dates:

5/23/14 CDBG Board member's scores and ranking sheet due to staff

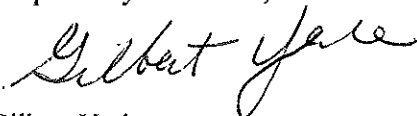
6/4/14 CDBG Board meeting to allocate 2015 CDBG funds

7/9/14 CDBG Board meeting to review comments and finalize 2015 allocation

Congratulations to Michele DeYoe on winning the Mayoral election for the City of Delafield!

- VIII. On a motion by Michele DeYoe and seconded by Stephen Welch, the meeting was adjourned at 4:09 p.m.

Respectfully Submitted,



Gilbert Yerke  
Chairman